



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

INTERNAL AFFAIRS INVESTIGATOR SUPERVISOR

Job Number: 20001861

Job Code: 96860V161016

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 01/16/1997

Job Revised: 10/16/2016

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises and evaluates the work of investigative staff. Performs investigative work and supervises and coordinates investigations related to alleged or suspected misuse or misappropriation of equipment, personnel, funds or abuse of juveniles in correctional facilities; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have five years of professional experience in law enforcement, criminal or civil investigation or in providing direct services to families and/or children.

Substitute EDUCATION for EXPERIENCE:

A master's degree will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Administrative, research, law enforcement, investigative or in providing direct services to families and/or children experience will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to appointment in this classification. (<http://transportation.ky.gov/driver-licensing/>)
Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification.

Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises investigators and support staff. Receives and responds to complaints. Investigates written and verbal complaints regarding allegations of abuse in treatment centers. Advises complainants about complaint procedures. Consults with legal counsel in disposition of complaints. Consults with appropriate persons regarding correctional practices and/or violations of administrative regulations. Makes recommendations to the Juvenile Service Review Board and serves as primary staff to the Board. Reviews written reports of investigations. Is responsible for the security and confidentiality of investigative materials. Monitors compliance with orders, regulations and statutes. Participates in educational programs relating to juvenile correctional practices.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in an office setting and/or in a juvenile or adult correctional facility. Frequent travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.